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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500020037-4

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Technical Review &amp; Policy Staff, LO DATE: 3 FEB 1955

FROM : Chief, Administrative Staff, LO

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

(1) Logistics Office comments regarding the following proposed Agency regulatory issuances were submitted to the Regulations Control Staff:

25X1A

25X1C



Government-Owned Property, was forwarded to the Regulations Control Staff for publication.

(4) The quarterly revision of the Logistics Office "Outline of Published and Proposed Regulatory Issuances" has been distributed to components concerned.

b. Logistics Office Notices and Instructions (continued item)

No change.

2. PROJECTS AND STUDIES IN PROCESSa. Logistics Support Course (continued item)

As of 1 February 1955, twenty applications have been received for the Sixth Logistics Support Course. This will be the largest class to date. An instructor training revision is scheduled for next week.

b. Records Survey (continued item)

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- c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

No change.

- d. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item)

No change.

- e. Management Survey, Mail and Courier Branch (continued item)

The Management Staff is awaiting concurrence/comments of OCI on subject study.

- f. Conversion of CPC Positions to Wage Board or GS Grade (continued item)

The Classification and Wage Division of the Office of Personnel is now conducting a study relative to the conversion of LO chauffeurs from the CPC Schedule to an appropriate wage board schedule. This study was precipitated by recent legislation which revised Section 202 (7) of the Classification Act of 1949 to the extent that the Crafts, Protective and Custodial Schedule was abolished. Officials of the Transportation Division have been advised of this pending action.

3. OTHER ITEMS OF INTEREST

- a. Personnel and Training (continued item)

- (1) Personnel Report (continued item)



- (2) Basic Intelligence Program (continued item) (formerly Basic Orientation Course)

The Logistics Office Training Officer delivered a lecture on "Headquarters and Field Responsibilities of the Logistics Office" in the Clandestine Refresher Course on 2 February 1955.

- (3) Logistics Supervisory Training Program (continued item)

No change.

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(4) Logistics Training Program (continued item)

No change.

(5) Survey of Military Training Facilities (continued item)

Work continues on the survey of Military Training facilities of possible interest to LO.

(6) National Intelligence Course (new and completed item)

Thirty-seven Logistics Office personnel attended the National Intelligence Course held at the Department of Agriculture Auditorium on February 1 and 2. They were addressed by high level officials of this Agency and other government intelligence activities.

b. Request for Construction (continued item)

Follow-up has been made on the request for the installation of the elevator "conveyor belt" to be installed in [REDACTED] Building for the purpose of handling Agency mail at that location. Real Estate and Construction Division advised that the request has been held up for some time due to the rescheduling of funds for the Space, Maintenance and Facilities Branch activities. The Chief, Space, Maintenance and Facilities Branch was requested to expedite installation.

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c. LO Space Requirements for New Headquarters Building (new and completed item)

Consolidated space requirements for the new headquarters building have been submitted to the Real Estate and Construction Division.

d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease  
over previous report

Post Office Mail

Incoming	4,603	- 197
Outgoing	<u>7,017</u>	<u>100</u>
	11,620	- 97

Postage Expended	\$748.94	- \$19.50
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(2) Courier Activities

Scheduled Courier Trips	300	
Special Courier Trips	90	- 16
Inter-Agency Mail by Courier		
Incoming	1,957	+ 228
Outgoing	<u>3,018</u>	+ 133
	4,975	+ 361

e. Advances of Funds in Connection with Travel Performed by Certain LO Personnel (new and completed item)

By memorandum the Chief of Logistics requested the Chief of Finance, Comptroller's Office, to advance specified sums of money to the Chief of Logistics and certain employees in the Procurement and Supply Divisions who are traveling under blanket travel orders. These advances are to be controlled under "General Ledger Account 144.3, Advances to Employees--Continuing", and will operate on a revolving fund basis thus eliminating the need for the completion of the Request for Advance prior to each trip and the time necessary to make a personal trip to obtain the advances from the Finance Division. These advances will be forthcoming on this continuing basis once the travelers have cleared up such previous advances on which they now have to make final accountings.

A memorandum, signed by the Chief of Logistics, to the Finance Division, Comptroller's Office, has been forwarded requesting the establishment of an imprest fund with [REDACTED] of the Highway Branch, TD, as the custodian. This new imprest fund is to be utilized in making advances to truck drivers while in travel status.

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f. Industrial College of the Armed Forces Nominee (new and completed item)

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[REDACTED], Planning Staff, has been nominated by the Logistics Office to attend the Industrial College of the Armed Forces.

g. Transfer of Building Supply Section to Storage Operations Branch (new and completed item)

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A memorandum has been prepared by this Staff requesting the Management Staff to effect the transfer of the Building Supply Section from the [REDACTED] to the Storage Operations Branch, Supply Division.

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- h. Request for Survey of Classified Waste Disposal (new and completed item)

This Office has been advised by the Security Office that they are requesting we increase the number of truck drivers and laborers assigned to the pick-up of classified trash. In this connection, a memorandum has been prepared by this Staff requesting the Management Staff to survey the entire trash collection and disposal function for the purpose of determining if the functions can be combined into one office.

4. SPECIAL PROBLEMS

None.

5. MAJOR OBJECTIVES

- a. Career Service Program (continued item)

No change.

- b. Freight Elevator at [REDACTED] Building (continued item)

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See 3. b.

[REDACTED] 25X1A

LO/AS:mel

Distribution:

- 3 - Addressee
- 1 - LO Official File
- 1 - LO/AS

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